

For: State and County Offices

Race, Ethnicity, and Gender (REG) Data Entry Changes in Business Partner (BP)

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

REG data collection and system entry are an important part of the customer record and demographic statistic. In BP and its predecessor SCIMS, REG data was an optional entry for business entities, but a required entry for individuals. If the individual customer did not self-declare their own REG data, the County Office was required to enter the demographic data to the best of their ability. While demographic statistics are not used for determining eligibility for farm programs, they are important metrics used for analysis and reporting that USDA is serving citizens from all backgrounds to members of Congress. Additionally, REG data is used to determine whether or not FLP loan applicants can receive targeted funds.

Policy changes to REG data collection have resulted in changes to data entry requirements in BP. Although it is important to make every effort to collect REG data, County Offices will no longer:

- make the data entry without self-certification from the customer
- enter REG data that has not been verified or declared by the customer.

B Purpose

This notice makes Field Offices aware of the following system changes in BP:

- discontinuation of “Not Verified” or “Employee Observed” REG data for new or edited customer records
- exemption for existing records with “Not Verified” REG data
- optional entry of REG data for individuals (“no entry” is acceptable)
- additional values/selections for REG data.

Disposal Date	Distribution
June 1, 2022	State Offices; State Offices relay to County Offices

2 REG Data Collection and System Entry

A OMB-Approved Forms

To declare or modify their REG information, the producer may complete AD-2047 or AD-2106, submit an FLP loan or servicing application, submit a written request, or call the County Office.

- If the request is by telephone or in writing (email or letter), complete AD-2047. The producer signature is **not** required on AD-2047; however, the employee must notate in the signature block the method the information was obtained if not signed by the customer.

Reminder: A Receipt for Service is also required.

- If a producer completes AD-2047, a producer signature is required.
- If a producer completes AD-2106, a producer signature is **not** required.

Note: REG information cannot be collected on CCC-860; however, if a customer certifies in Part A to be a socially disadvantaged farmer or rancher, State and County Offices are encouraged to provide the customer the opportunity to complete REG data on AD-2047 or AD-2106 if the customer has not previously done so.

B Entry Requirement Changes

The following changes have been made regarding data loading REG into the individual BP customer record.

Field	Previous Requirement	New Requirement
Race	Required Entry	Optional entry.
Race Determination Status	Required Entry	Required if a race is selected. Not required if "Race" field has {no entry}.
Ethnicity	Required Entry	Optional entry.
Ethnicity Determination Status	Required Entry	Required if an ethnicity is selected. Not required if "Ethnicity" field has {no entry}.
Gender	Required Entry	Optional entry.
Gender Determination Status	Required Entry	Required if a gender is selected. Not required if "Gender" field has {no entry}.

For all determination statuses, "Customer Declared" and {no entry} are the only 2 selections permitted for new customer records, or edits to existing records. "Not Verified" is no longer a selectable value for determination status. If the customer has not self-declared their REG data, then the REG fields must retain the default value of {no entry} with the default determination status of {no entry}.

2 REG Data Collection and System Entry (Continued)

B Entry Requirement Changes (Continued)

There are no changes to REG data collection for business entities. REG data collection and entry remain optional for business entities.

C New Values for REG Data

Additional values have been added to BP for REG data, and there are forthcoming additions to the OMB-approved forms. These values will be available for the customer to declare and the County Office to enter into BP.

Field	Values for Selection
Race	<ul style="list-style-type: none"> • “American Indian or Alaska Native (includes origins of Central & South America)” • “Asian – Far East, SE Asia, or Indian Subcontinent (includes Japan & Philippines)” • “Black or African American. African American indicates origins in black racial groups” • “Native Hawaiian or Other Pacific Islander. Origins of Hawaii, Guam, & Samoa” • “White – Origins in original peoples of Europe, the Middle East, N Africa” • “I prefer not to share” (new value) <p>Note: Multiple race (up to 5) entries may be declared and entered into BP.</p>
Ethnicity	<ul style="list-style-type: none"> • “Hispanic or Latino” • “Not Hispanic or Latino” • “I prefer not to share” (new value)
Gender	<ul style="list-style-type: none"> • “Male” • “Female” • “Non-binary” (new value) • “I prefer not to share” (new value)

Important: “I prefer not to share” is a valid customer-declared selection. The default value of {no entry} shall only be used when the customer **does not provide** REG data on an OMB-approved form.

2 REG Data Collection and System Entry (Continued)

D Retention of Existing “Not Verified” REG Data

Existing REG data that was previously loaded into the BP record without the customer’s declaration and determination status “Not Verified” will remain in the system until further notice. A forthcoming policy decision will determine whether “Not Verified” data will be removed or remediated in the future, but it will not be removed at this time.

County Offices will not be able to add or enter a REG determination status of “Not Verified”, but current entries will remain intact. If the customer provides any of their REG data on an OMB-approved form, the County Office must enter the REG data and modify the determination status to “Customer Declared”.

All REG reports generated by the National, State, or County Office shall only include the “Customer Declared” REG data. Discontinue reporting any REG data that is “Not Verified”.

Note: Modifying existing reports is currently under discussion.

3 Action

A County Office Action

County Offices will:

- be aware of policy and software changes outlined in this notice
- contact the BP/SCIMS State Security Officer (SSO) according to 11-CM, Exhibit 7 with any questions about this notice.

B State Office Action

State Offices will:

- ensure that all County Offices review this notice
- be aware of policy and software changes outlined in this notice
- contact the BP/SCIMS SSO according to 11-CM, Exhibit 7 with any questions about this notice.